

FY15 STEP State Trade & Export Promotion IMAG Int'l Market Access Grant

For your convenience we have provided the application questions below. *Applications are only accepted online via Idaho Commerce's Grant Portal.* If you would like to apply for a STEP IMAG grant please contact the program manager, Tina Salisbury, for access to the Idaho Commerce Grant Portal:

Tina Salisbury, Idaho Department of Commerce
Phone: (208) 287-3164
Email: tina.salisbury@commerce.idaho.gov

Applicant Information

1. Company Legal Name
2. Company Contact Name & Title
3. Contact Phone Number
4. Contact Email
5. Company Website
6. Idaho County
7. Employer Identification Number OR Federal Tax ID
8. Type of Ownership
9. Number of Employees Located in Idaho
10. Number of Employees Located World Wide
11. Select your Industry Sector
12. If you answered other, please provide the other industry sector Industry Sector
13. SIC or NAICS Code
14. Enter your DUNS Number. To look up your DUNS number go to:
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
15. Proposed Project Start Date and Project End Date (eg: MM/DD/YYYY - MM/DD/YYYY)
16. Country or Area of Project Focus
17. Project Type - choose all that apply
18. Enter the amount of your company's Annual Revenue as a whole. Include all sources of revenue, not only international revenue.
19. What are your current Export Sales figures?
20. Select the countries you are currently exporting to. (Choose all that apply)
21. If you answered other, provide the name of the country.
22. Select the countries of interest for export. (Choose all that apply)
23. If you answered other, provide the name of the country.
24. Does the company operate a licensed business located in Idaho that processes, assembles, and, or distributes a product or provides an exportable service?
25. Is the business an affiliate or subsidiary of another company? If yes state the name and location of the parent company.
26. Has applicant, affiliate or subsidiary received funding through this program in the past?
27. If yes, what year(s)?
28. An applicant in good standing has closed out all previous grants, submitted all required reporting and all final requests for funds. Are you an applicant in good standing?

29. Complete and upload the "Self Representation as an eligible small business concern" form here.

Disadvantaged Business

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities.

30. Do the majority owners of the company meet any of the U.S. Small Business Administration's definition of economically disadvantaged individuals and if so, select which group(s).

Project Proposal & Budget

31. Provide a brief description of the company's products or services and application(s) and explain the current trade and export activity of the company as well as current obstacles, shortfalls or continuing difficulties. (maximum 1 page of text)
32. How will the project carry out export activities and assist the company in establishing or furthering export sales? (maximum 1 page of text)
33. What market research or other activities led the company to choose the activity? Include why this particular activity and market was chosen. (maximum 1 page of text)
34. What activities will be performed to accomplish the objectives of the project? (maximum 1 page of text)
35. Who will do the work of each activity and what is the estimated time frame of the activity? (maximum 1 page of text)
36. Does your company have in place a strategic export plan per SBA requirements?
37. Complete the budget template and upload it here.

Potential Impact

38. Discuss the potential impact of the project, if funded. Include how the activities will drive export sales, and at what level?
39. If applicable, describe how the international market impacted company growth over the past five years.

Performance Indicators

40. Proposed Performance Indicator 1
41. Proposed Performance Indicator 2
42. Proposed Performance Indicator 3
43. List any Additional Proposed Performance Indicators below

Certification

44. I have read and understand the Application Instructions, Guidelines, and Rules for the International Market Access Grants that will be awarded by the Idaho Departments of Commerce and Agriculture.
45. I am able to provide 35 percent matching funds if selected as a grant recipient.
46. I understand that if I am selected as a recipient of grant funds, I will receive reimbursement for authorized funds after the activity is complete and all documentation has been submitted to the Idaho Department of Commerce.
47. I agree to provide quarterly and final reports as outlined in the Reporting Requirements section of the Application Instructions, Guidelines, and Rules.
48. I understand that project costs will only be reimbursed for documented expenses incurred from the date of grant award through 09/29/2015. There are NO pre-award costs for this grant.
49. All reimbursement requests must be received no later than 30 days after project end date, or no later than 10/03/2015, whichever occurs first.
50. I certify that the information provided in this application and all supporting documents are true and correct. Any false statements or documentation may result in civil and/or criminal liability and sanctions.

Signature

Your identity has been authenticated through the login process with a unique email address and password available only to you. You agree that by typing your name, title and date below, you are electronically signing the application. By electronically signing the application, you acknowledge and represent that you understand and accept all the terms and conditions stated within the application and declare that the information provided is true and that the documents you are submitting in support of your application are genuine and have not been altered in any way.

51. Type your name
52. Type your title
53. Type the date